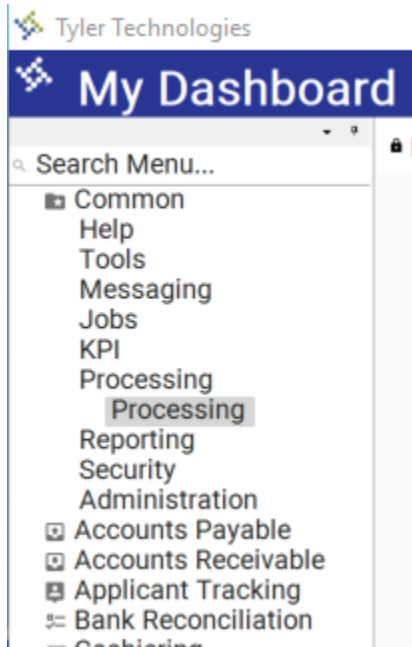
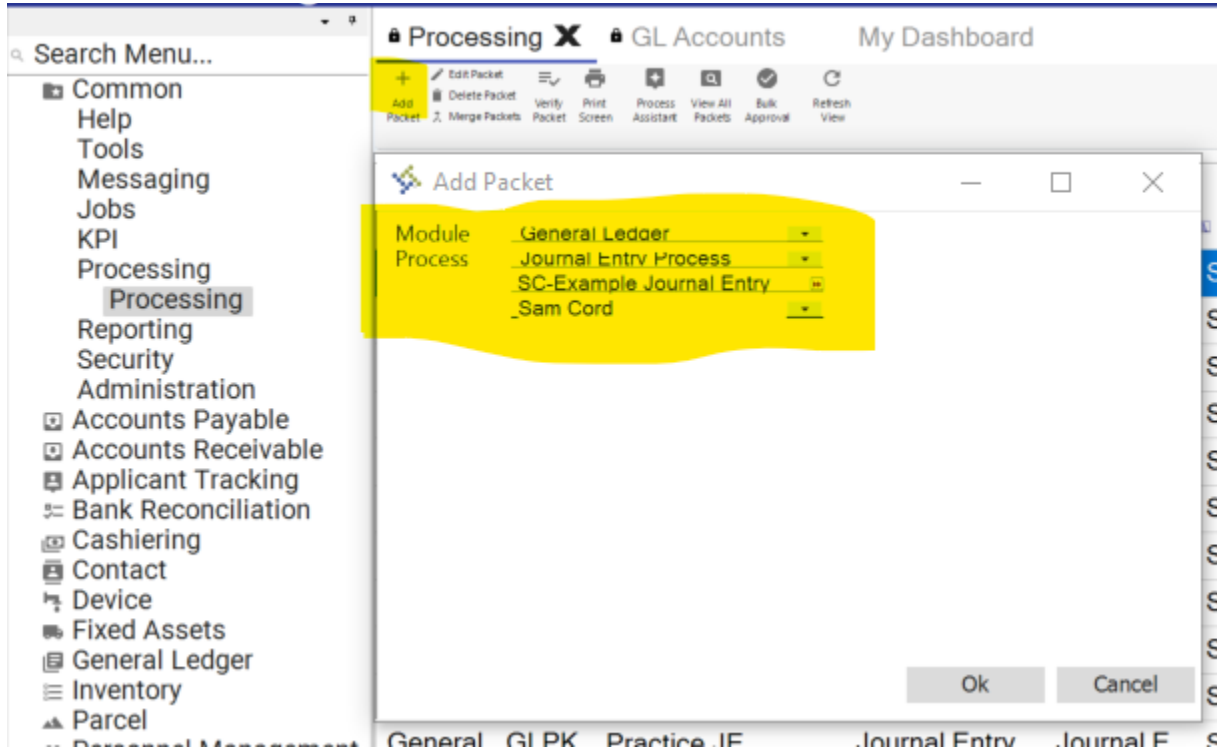


INCODE 10 JOURNAL ENTRY PROCESS

1. Go to Common -> Processing



2. Click on “Add Packet” then select the following on the pop up window:
 - a. Module: “General Ledger”.
 - b. Process: “Journal Entry Process”.
 - c. Description: your initials followed by description, Ex. “SC-Adorni Revenue 5/14”.
 - d. Username: automatic, no changes needed.
 - e. Hit “OK”.



3. Your new packet will be displayed in the menu above and the “Process Steps” checklist will be displayed below, as shown here:

Processing X GL Accounts My Dashboard

+

Add Packet

Edit Packet

Delete Packet

Merge Packets

Verify Packet

Print Screen

Process Assistant

View All Packets

Bulk Approval

Refresh View

Module	Packet	Description	Process	Type	Assigned To	Created By
General	GLPK	SC-Example Jour	Journal Entry	Journal E	Sam Cord	Sam Cord

Process Steps

Verification

Audit History

Complete

☒

Journal Entry Input

☐

Journal Entry Review

☐

Register

☐

Update

4. Select “Journal Entry Input”, then complete the following:

a. General Tab

- i. Journal Number: select the “Next” button to assign the next number in the sequence.
- ii. JE description: same description you entered in step 2c minus your initials.
- iii. Controlling Fund: Always select “999-POOLED CASH FUND”
- iv. Posting Date: The day the activity occurred.
- v. Summary: A brief but thorough explanation for the journal entry. Include any relevant information such as invoice numbers, notice numbers, grant information, receipt numbers, numbers of other related journal entries, etc.

The screenshot shows a software window titled "Journal Entry Input". The window has a menu bar with options: Save and Close, Save and New, Delete, Print Screen, Help, Template, and Load/Reverse. Below the menu bar, there is a header area with the text "GLPKT00037 – SC-Example Journal Entry", a checkbox for "Use Default Post Date:" with a date of "5/19/2020", and a "Post Date:" field set to "5/14/2020". On the left side, there is a vertical navigation pane with three tabs: "General" (highlighted in yellow), "Distribution", and "Documents". The main area of the window is divided into two sections: "Details" and "Summary". The "Details" section contains several fields: "Journal Number" with the value "JN00004" and a "Next" button; "JE Description" with the value "Exmple Journal Entry"; "Controlling Fund" with a dropdown menu showing "999 - POOLED CASH FUND"; "Posting Date" with a dropdown menu showing "5/14/2020"; "Accrual Reversing Date" with a dropdown menu; "Adjusting Entry" with a checkbox; and "JE Type Code" with a dropdown menu. The "Summary" section contains a text area with the following text: "To record an example Journal Entry for educational purposes on 5/14/2020. Items to include here: Invoice numbers, dates, grant information, numbers for other relevant journal entries, etc."

- b. Distribution Tab *(NOTE: These instructions assume the user has prior knowledge of the account numbers and dollar amounts they want to use. If you have any questions as to the content of a Journal Entry, please contact Sam Cord, ext. 4143 or Haley Jones, ext. 4121).*
- Account: enter account number for the first line of your journal entry. You can search for the account by pressing the magnifying glass icon to the right of the account cell.
 - Amount: enter the dollar amount
 - Project Account Name: enter the project account number, if applicable. You can search for the project account using the magnifying glass icon.
 - When the above has been completed, select the “Add” button
 - Repeat steps i. through iv. Until the journal entry is complete

Journal Entry Input

Save and Close Save and New Delete Print Screen Help Template Load/Reverse

GLPKT00037 – SC-Example Journal Entry Use Default Post Date: ☐ 5/19/2020 Post Date: 5/14/2020 Total Debits: 100.00 Total Credits: -100.00

General Distribution Documents

Account 999-2000-1063 Accounts Payable- CS

Transaction Type None

Line Item Description Exmple Journal Entry

Amount 100.00

Project Account Name

Cash Transaction

Check Stocks (none)

Document No Generate

Receipt

Code

Number

Name

Description

Add Delete Resequence

Account	GL Account Name	Description	Amoun	Cash Transaction	Transa	Receip	Receip	Recei
999-2000-1063	Accounts Payable- CS	Exmple Journal Entry	100.0	None				
110-3540-0110	Hoopsters basketball	Exmple Journal Entry	-100.0	None				

☒ Automatically Add Rows

c. Documents (optional):

- i. If there are any forms or images related to the journal entry, they can be uploaded here. To do so, click the “Add” button in the top right, name your document, then select “open a file” to search for the form you would like to add.

Journal Entry Input

Save and Close Save and New Delete Print Screen Help Template Load/Reverse


GLPKT00037 – SC-Example Journal Entry Use Default Post Date: ☐ 5/19/2020 Post Date: 5/14/2020


General Distribution Documents

Add Edit Delete

Title	Notes
New Document	

No content loaded.

 Open a File

 Scan a Document

- d. Select "Save and Close" in the top left of the Journal Entry Input window.
- 5. At this point, your journal entry is ready to be reviewed, submit your backup for the Journal Entry to Haley Jones in finance for review and posting.